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Job details

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All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire form to their online employment application.

Bulletin Number 52830BR**Type of Recruitment** Open Competitive Job Opportunity**Department** Mental Health**Position Title** MENTAL HEALTH CLINICAL PROGRAM MANAGER I**Exam Number** 24740A**Filing Type** Open Continuous**Filing Start Date** 04/08/2015**Salary Type** Monthly**Salary Minimum** 7420.00**Salary Maximum** 9731.00**Position/Program Information** Directs, through subordinate supervisors, the administration of the mental health services programs of a small- to medium-sized clinic, or comparable Service Area-based and Countywide programs.**Essential Job Functions** Performs the full range of administrative supervision to plan, assign, oversee, and evaluate the work of subordinate staff and provides technical guidance and support to staff within scope of practice.

Participates in the development, negotiation, implementation, and management of the budget for the clinic or programs overseen; ensures that budget and contract allocations reflect program priorities; and takes corrective action where necessary.

Formulates policies and procedures with respect to program administration, ensuring compliance with Federal and State Medicare and Medicaid regulations for reimbursement claiming and maximum recovery costs for directly-billable services.

Develops and monitors revenue-generation procedures and objective for programs managed, including achievement of revenue goals.

Develops and implements reporting procedures to ensure that program services utilization and revenue data are reported to accurately and in a timely manner.

Coordinates the delivery of staff training necessary to maintain mandated levels of services.

Monitors services delivery to ensure that services conform to acceptable standards of care and establishes and modifies program monitoring and review methods as necessary.

Oversees audits and the implementation of audit recommendations

for programs managed.

Represents managed programs in meetings with representatives of other County departments, State and Federal agencies, and other public and private entities.

In conjunction with the Patients' Rights Division, investigates complaints from patients and others about programs and services under managerial oversight.

Works in a collaborative and timely manner with departmental human resources representatives in matters such as employee investigations and performance, requesting new positions, and reorganizing and relocating staff.

Initiates and approves requisitions for supplies and personnel required to operate programs administered.

Assists in the negotiation, implementation, and evaluation of departmental program contracts within the jurisdictions served by the programs.

Requirements

SELECTION REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option I: Possession of a current, valid, active, permanent, and unrestricted license* to practice as a clinical social worker or marriage and family therapist issued by the appropriate State of California licensing agency - **AND** - Two years of full-time paid licensed clinical social worker or licensed marriage and family therapist experience** supervising a multi-disciplinary mental health team.

Option II: Possession of a current, valid, active, permanent, and unrestricted license* to practice as a psychologist issued by the appropriate State of California licensing agency - **AND** - One year of full-time paid licensed psychologist experience** supervising a multi-disciplinary mental health team.

Option III: Possession of a current, valid, active, permanent, and unrestricted license* to practice as a registered nurse issued by the appropriate State of California licensing agency - **AND** - Three years of full-time paid licensed registered nurse experience** supervising a multi-disciplinary mental health team. A Master's Degree*** in Nursing Administration, Psychology, or a health related field from an accredited**** college or university will be accepted for one year of the required nursing experience.

Physical Class

Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

*A copy of the required license **MUST** be submitted at the time of filing or within 15 calendar days from the date of application submission.

Valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

***License information in the online application must show type of license, license number, original date of issue, and**

expiration date.**Special Requirement Information**

Applicants whose qualifying experience has been acquired from a State outside of the State of California must provide their professional license information from that state in the License Information section of the online application **and submit a copy of the license at the time of filing or within 15 calendar days from the date of application submission. License must be current, valid, active, permanent, and unrestricted in order to be accepted. **Experience claimed without the required evidence of licensure will not be considered.**

***A legible copy of official diploma and/or official transcripts showing the required degree/specialty **must be** submitted at the time of filing or within 15 calendar days from the date of application submission. Degree(s) and/or Official Transcripts must indicate the required specialized field in order to be evaluated. Candidates whose official proof of educational degree(s) and/or Official Transcripts do not show the specialty or required specialty must provide a written statement from their university or college Registrar's Office on university letterhead indicating the required specialty. Unofficial transcripts will not be accepted.

Accreditation Information

******Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services NACES or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will be an evaluation of education/training and experience based on information provided on the official online County job application **-AND-** SUPPLEMENTAL QUESTIONNAIRE weighted 100%.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE LIST.**Special Information**

Qualified past and present mental health clients and family members are encouraged to apply.

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health.

Eligibility Information

The names of candidates receiving a passing grade on this examination will be placed on the Eligible Register in the order of their score group for a period of twelve (12) months following their date of promulgation.

No person may compete for this examination more than once in a twelve (12) month period.**Available Shift Application and Filing Information**

Day

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application **and** SUPPLEMENTAL QUESTIONNAIRE in order to be considered for this examination. Paper applications or any unsolicited documents, such as

a resume, will not be accepted in lieu of completing the online application and SUPPLEMENTAL QUESTIONNAIRE.

THIS EXAMINATION IS CURRENTLY OPEN CONTINUOUSLY BUT MAY BE SUSPENDED OR CLOSED AT ANY TIME WITHOUT ADVANCE NOTICE.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, **CLICK** on the tab above or below this bulletin that says, **Apply to Job**.

Clear and legible copies of the required documents, such as Diploma, Official Transcripts, License, Certificates, Supplemental Questionnaire, etc., **MUST BE** uploaded as attachments during application submission -OR- sent by email to Exams@dmh.lacounty.gov , **Subject: MH Clinical Program Manager I**, within 15 calendar days from date of application submission.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. To receive credit, your online application must provide complete information. Home/ mailing address and other contact information such as telephone number and valid email address must be provided. **License and/or Certification information** section must show title of license, license number, original date of issue, place of issue, and expiration date. **Education information** section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. **Work experience** section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. **LIST separately each job experience to be evaluated.**

Applicants must download the SUPPLEMENTAL QUESTIONNAIRE to their local computer and complete all information requested. Completed SUPPLEMENTAL QUESTIONNAIRE must be submitted as an attachment to their application at time of application submission -OR- as an email attachment and send to Exams@dmh.lacounty.gov, **Subject: MH Clinical Program Manager I**, within 15 calendar days from date of application submission. **Requested information that are left blank or incomplete will not be evaluated nor will receive credit.**

Statements or comments that refer to any other unsolicited document, such as a resume, etc., in lieu of entering the information in the online application or SUPPLEMENTAL QUESTIONNAIRE will not be accepted.

Candidates must provide copies of all required documents at the time of filing or within 15 calendar days from the application filing date.

Applications may be rejected at any stage during the selection process.

**County of Los
Angeles
Information**

All information supplied by applicants is subject to verification.

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Bebi Gloria Lucio
213.972.7037

**Department
Contact Phone****Department
Contact Email** Exams@dmh.lacounty.gov SUBJECT: MH Clinical Program Manager I**ADA Coordinator
Phone** 213.972.7037**California Relay
Services Phone** 800-735-2922**Job Field** Health Other**Job Type** Professional[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)